

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only**

**#P1875 LAKE AIDE II
MONTHLY SALARY: \$2219 to \$2628**

APPLICATION FILING PERIOD: FIRST DATE: March 24, 2006

***LAST DATE:** May 17, 2006

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Future application filing periods may be announced.

REQUIREMENTS: You must meet ONE of the following requirements by the last date to apply, unless otherwise indicated.

EXPERIENCE:

1. Six months of full-time experience as a Lake Aide/Lake Aide I. (6 months = 900 hours)
- OR -
2. One year of full-time experience in general maintenance work at a lake, reservoir, or public park and experience in the operation, maintenance, or repair of lake equipment. (1 year = 1800 hours)

IMPORTANT: You must have the ability to float, tread water, and get to shore safely; candidates selected may be required to demonstrate these abilities prior to hire.

CERTIFICATES: Possession of a valid Cardiopulmonary Resuscitation and First Aid certificate are required at the time of application. **(Attach a copy of each certificate to your application.)**

LICENSE: A valid California Class C Driver's License is required at time of hire.

DUTIES: Vacancies may exist at, and Lake Aides II may be transferred to, any City of San Diego lake or reservoir. Lake Aides II perform a variety of work such as cleaning and assisting in the minor repair of boats, docks, wood structures, and similar equipment and installations; cleaning picnic areas and emptying portable restrooms; performing minor grounds keeping such as clearing plant growth, weeds, litter, etc.; digging holes and trenches; checking boating, fishing, and hunting permits; making fish counts; providing information and assistance to the public; maintaining simple records; enforcing rules and regulations at a City lake; operating motor vehicles and boats; patrolling lakes and/or reservoirs; and leading the work of other lake employees. **NOTE:** Duties may also include: working in boats and on docks during heavy storms; administering first aid to injured lake patrons; rescuing drowning persons, etc.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, candidates will be contacted by the hiring department for an interview. For each vacancy, candidates will be contacted by the hiring department for an interview.

TMN/July 24, 1998/*Rev. 5 (04-26-06)/Class 1560

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER